



Construction Trades Qualifying Board

APPLICATION FOR

PERSONAL and BUSINESS CERTIFICATION

APPLICATION FEES

PERSONAL APPLICATION FEES

JOURNEYMAN AND MAINTENANCEMAN.....	\$ 240.00
MASTER AND INSTALLER.....	\$ 315.00
BUILDING/BUILDING SPECIALTIES PERSONAL CERTIFICATE.....	\$ 315.00
ENGINEERING PERSONAL CERTIFICATE.....	\$ 315.00

BUSINESS APPLICATION FEES..... \$ 315.00

(Business Application not applicable to Journeyman and Maintenance man applicants)

MAKE CHECK PAYABLE TO MIAMI-DADE COUNTY

Refunds may be granted **only** for exam categories under specific circumstances outlined in Section 10-23 of the Code of Miami-Dade County. In those cases where a refund is applicable, there will be a non-refundable processing fee of \$80. Refund requests must be made in writing no later than six months from the exam date. Original receipt must be presented for a refund.

APPLICATION SUBMITTAL

Return this application and all supporting documents by mail to the Miami-Dade County Building Code Compliance Office, Contractor Licensing, 140 W. Flagler Street, Suite 1602, Miami, FL 33130-1563. You may also hand deliver documents to Contractor Licensing located on the 16th floor of the same building. If you have questions, please contact one of the following Contractor Licensing staff at (305) 375-2527.

Licensing Clerk
Licensing Clerk
Licensing Clerk
Supervisor

Dorothy Woon
Joaquin Barros
Wilton Pao
Shirley Brown

*For Engineering categories, return application and all supporting documents to the Public Works Department at 111 NW 1st Street, Suite 1510, Miami, FL 33128. For further information call (305) 375-2705.

FILING DATE

All licensing categories requiring an exam must be reviewed and approved by the Contractor Enforcement Section prior to taking an exam. The completed application along with the supporting documents as required with the fee must be received at least thirty (30) calendar days before the requested scheduled Examination. A notice will be sent to the applicant indicating the date, time and location of the requested examination. This notice will be sent to the applicant at least thirty (30) calendar days prior to the next scheduled exam.

FOR DEPARTMENT USE ONLY

Fee _____ Process No. _____ Clerk _____ Date _____

Is this application for a late renewal (missed more than two consecutive renewal periods) of a personal certificate?

Yes _____ No _____

Special Exam Provisions: _____ Applicant Initials: _____ Date: _____

Notes _____

Review of PERSONAL APPLICATION

Approved ☐

Rejected ☐

Board Appearance Required ☐

FOR CTQB USE ONLY

APPROVED ☐

REJECTED ☐

Special instructions/comments from CTQB

By: _____

Date: _____

CTQB Member (Signature)

(Print Name)



Construction Trades Qualifying Board

BUILDING CODE COMPLIANCE OFFICE
140 West Flagler Street, Suite 1602
Miami, FL 33130-1563

PHOTOGRAPH

One recent photo must be attached for non-exam categories.

Two recent photos must be attached for exam categories (Retakes included)

SECTION A: to be filled out by individual that are filing for

a PERSONAL CERTIFICATION

PLEASE TYPE OR PRINT (must be legible). An answer must be provided for each question. If a question does not apply indicate "N/A". For retakes, complete 1 through 9 only.

Trade and category applying for _____ 0a _____

If exam category, provide exam date _____ 0b _____

- Name _____ 1a _____ Social Security No. _____ 1b _____
Phone: Home _____ 1c _____ Work _____ 1d _____ Pager or Cellular _____ 1e _____
Address _____ 1f _____ City _____ 1g _____ State _____ 1h _____ Zip Code _____ 1i _____
Driver's License No. _____ 1j _____ Place of Birth _____ 1k _____ Date of Birth _____ 1l _____ Age _____ 1m _____
- Number of years working in trade applied for: _____ 2a _____ Yrs. as a Trainee: _____ 2b _____ Yrs. as Journeyman: _____ 2c _____
- If applying for a MASTER examination and the prerequisite is a Miami-Dade County Journeyman certification, when did you pass the Journeyman examination? _____ 3 _____
- Have you previously taken an examination in Miami-Dade County in the category you are now applying for? Yes _____ 4a _____ No _____ 4b _____
If Yes, when? _____ 4c _____
- Were you previously denied in Miami-Dade County to take an examination? If yes, in which category and for which exam date?
Category _____ 5a _____ Exam date _____ 5b _____
- As a condition of this application, you will be responsible for becoming familiar with and abiding by the requirements of Chapter 10 of the Code of Miami-Dade County. Have you read Chapter 10 of the Code of Miami-Dade County? Yes _____ 6a _____ No _____ 6b _____
- Do you hold a certificate/license in any of the construction trades issued by any county or state board? Yes _____ 7a _____ No _____ 7b _____
If yes, attach copy.

IMPORTANT NOTE!

All trade experience must be documented by LETTERS from all subject employers (employers must include their contractor license no.), W-2 forms, and/or other documentary proof of such experience may be required before the Construction Trades Qualifying Board (CTQB) can review your application. It is the applicant's responsibility to contact employers and obtain from them such documentary proof to be submitted by the applicant upon filing this application.

TRADE EXPERIENCE

- List below your complete trade experience related to the category for which you are applying. Be accurate and detailed since this information will be verified. If additional space is needed please use back of this page.

(BEGIN WITH CURRENT EMPLOYER)

					DATE		
					FROM: Month/Yr.	TO: Month/Yr.	
8a	Company	Street	City	State	Zip		
8b	In what capacity did you work, or what did you do?					8c	8d
8e	Company	Street	City	State	Zip		
8f	In what capacity did you work, or what did you do?					8g	8h
8i	Company	Street	City	State	Zip		
8j	In what capacity did you work, or what did you do?					8k	8l

					DATE		
					FROM: Month/Yr.	TO: Month/Yr.	
8m	Company	Street	City	State	Zip	8o	8p
8n	In what capacity did you work, or what did you do?						
8q	Company	Street	City	State	Zip	8s	8t
8r	In what capacity did you work, or what did you do?						
8u	Company	Street	City	State	Zip	8w	8x
8v	In what capacity did you work, or what did you do?						

EDUCATION

9. Please provide the following information about your educational background.

HIGH SCHOOL _____9a_____ City ____9b_____ State _9c_ Year __9d__

If applicable General Education Degree (GED) _____9e_____ City ____9f_____ State _9g_ Year __9h__

VOCATIONAL/TRADE SCHOOL _____9i_____ City ____9j_____ State _9k_ Year __9l__

COLLEGE _____9m_____ City ____9n_____ State _9o_ Year __9p__

DEGREE TITLE _____9q_____ Year Obtained __9r__

POST GRADUATE _____9s_____ City ____9t_____ State _9u_ Year __9v__

OTHER SCHOOLING (Military Service or other) ____9w_____

LIST RELEVANT SCHOOL COURSES TAKEN _____9x_____

LICENSURES _____9y_____

FUTURE BUSINESS INTENT

(Not applicable to Journeyman and Maintenceman applicants)

10. Do you intend to go into business or to qualify a company? Yes __10a__ No __10b__ if yes, please indicate below which type of business you may be interested in applying for:

__10c Sole Proprietorship

__10d Partnership

__10e Corporation/Other Business Entity

If you indicated above intent to later obtain a contractor's business certificate, the applicable forms will be forwarded to you once your personal certification application has been approved.

RESUME OF APPLICANT'S EXPERIENCE

In order for the CTQB to properly assess your experience in terms of authorized scope of work categories listed in Chapter 10 of the Code of Miami-Dade County, it is required that you complete this resume.

11. PLEASE EXPLAIN IN DETAIL THE WORK YOU HAVE PERFORMED IN THE FIELD IN CONJUNCTION WITH THE CATEGORY IN WHICH YOU ARE REQUESTING TO BE CERTIFIED. IN ADDITION, HIGHLIGHT THOSE JOBS THAT BEST DEMONSTRATE THE SKILLS REQUIRED FOR THE APPLICABLE TRADE.

(ATTACH ADDITIONAL SHEET IF NECESSARY)

I certify that the above described work and experience recorded represents to the best of my knowledge all information relative to the scope of work and category for which I am applying for. I further certify that all supporting documentation submitted with this application is true and accurate. I understand that an issuance of a personal certificate does not permit me to act as a contractor in the trade concerned and in order to work in the trade I must be employed by a licensed contractor. I realize that if I do contract without a contractor's business certificate of competency, I will face the possibility of receiving a fine of up to \$5,000 on each count and my personal certificate could be suspended or revoked by the Miami-Dade County Construction Trades Qualifying Board. I understand that refunds may be granted only for exam categories under specific circumstances outlined in Section 10-23 of the Code of Miami-Dade County and include a non-refundable process fee of \$80.

X _____
Applicant's Signature

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ ,
20 ____ , by _____ , who is personally known to me or who has
produced a _____ as identification and who did / did not take an oath.

NOTARY PUBLIC